*Celebrating 5 years of building a culture of data quality in Kansas*

# Next Steps: Data Coordinator & Data Entry

1. **Review the DQC Policies & Procedures Manual** on the DQC website located under "Documents" and email any questions to kgrillot@ksde.org
2. **Submit the SIS Verification form** at the back of the DQC manual to KSDE:
   - Email a pdf of the signed form to slinder@ksde.org or
   - Fax it to 785-296-1413 or
   - Mail it to: Sam Linder • c/o KSDE-I.T. • 120 SE 10th Ave. • Topeka, KS 66612
3. **Review your DQC Registration Confirmation Email** sent to you at the time you registered.
   - Is the Administrator Contact Information the person you want notified when you pass the final exam?
   - Do you need to switch any of your sessions?
   - Send any registration changes you need made to slinder@ksde.org
4. **Request Access to the System for Educational Enterprise in Kansas (SEEK).**
   - Use the "Manage My Account" option via Authentication to request access to the: System for Educational Enterprise in Kansas (SEEK). If you don't have a KSDE account, register for an account first. You will have two options in SEEK depending upon your user level:

     - Select ***Building Aggregate*** if you work at *one* building in the district.
     - Select ***Org Aggregate*** if you work at the district-level.
     - Note: If you choose the "aggregate" user role you will only be able to view the Data Quality Reports in SEEK. This is all that is required for the DQC program, however no additional reports in SEEK can be accessed with the aggregate user role.

   - Submit your request for access for approval by your superintendent. Make sure your access is approved before you attend the Working with Student Data Session.
   - Once approved for access, log into Authentication and you will see System for Educational Enterprise in Kansas (SEEK) appear as an option on the Web Application Selection Screen.

5. **Be prepared to access SEEK at the face-to-face sessions**.

6. **Please Note:** Failing to gain access to SEEK will prevent you from participating in a group activity at the DQC sessions and a subsequent required homework exercise. If you will be attending the sessions with other district representatives, determine the appropriate person to obtain access to SEEK and allow them to provide copies of the reports on paper to the remaining staff members from that district.